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ABSTRACT

This book is intended to help managers coach individuals and groups; assess current performance; develop a coaching plan; keep track of whether their coaching is having the right effect; and learn how to motivate and communicate effectively. Chapters 1-3 establish what coaching is; who can coach; and who can be coached. Chapter 4 lays coaching out within the acronym ADAPT: Assess current performance; Develop a plan; Act on the plan; Progress check; and Tell and ask. Chapter 5 explains how the rest of the book works and how to put the coaching model into practice. Chapter 6 provides 69 one-page exercises, each approximately 350 words long, each self-contained but collectively providing a total coaching package. Some are aimed at specific areas of need; others are more general. Topics may be commonly encountered problems, tactics, or strategies to use or exercises simply to put the coach or coachee into the right frame of mind. Information provided for each exercise is preparation, applicability, time required, where/when, instructions, and star ratings for these topics: personal coaching, team coaching, applicability to business, development of you, and fun. The appendix provides lists of the exercises sorted by the star ratings for each topic and lists of exercises sorted by ease of preparation and time they require. (YLB)